



West Virginia Association of School Facilities Administrators  
2024 Conference and Trade Show

*July 8-9, 2024*

Morgantown Marriott at Waterfront Place

Morgantown, WV

Vendor General Information

1. Trade Show Spaces: Main Exhibit Hall, Ground level.
2. Set-up Time: Sunday, July 7, 2024, 3:00- 5:00 p.m.  
Monday, July 8, 2024, 7:00- 9:30 a.m.
3. Time of Show: Monday and Tuesday-10:30 a.m. - 2:30 p.m.
4. Size of Space: Approximately 10 feet X 10 feet (provided: table, table skirt, tall back drop curtain, and two side curtains)
5. Cost of Space: \$400.00. (Includes two lunch tickets for Monday and Tuesday, additional lunches \$25.00 per person each day. **Last day to register-June 20, 2024.**
6. The cost to sponsor a break is \$300.00. If you wish to sponsor a break, please indicate on the registration form.
7. You are cordially invited to provide "Door Prizes" that will be given away during the Trade Show. Please contact a member of the WVASFA Executive Committee if you wish to participate. Prize Drawings will be posted. Details will be given at Vendor Meeting.
8. Contact: Emmit Allen, WVASFA (304) 415-9189 [emmit.allen@k12.wv.us](mailto:emmit.allen@k12.wv.us)  
Morgantown Marriott - (304) 581-2809, [jennifer.millstone@mariott.com](mailto:jennifer.millstone@mariott.com)  
Rebekah Lewis- (304) 581-2809, or [Rebekah.lewis@mariott.com](mailto:Rebekah.lewis@mariott.com)
9. Specific Accommodations: **Please note on registration form.**
10. Space Assignment: All spaces will be assigned first-come, first-served, guided by specific accommodations.
11. Please complete online registration at [www.wvasfa.org](http://www.wvasfa.org) and **Send all payments to: WVASFA C/O Terry Hollandsworth, 100 Conestoga Ln. Lot 40, Charleston WV 25312**
12. NO vendor teardown (disassembly) until after 1:00 p.m. Tuesday, July 9, 2024.
13. **No Security will be provided.**